



26-2629

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Finance Promotion and CSGA Problems

1. At the time the Office of Finance submitted its semi-annual group of promotions in December 1975, we realized that a problem existed in the way in which that office was projecting its CSGA. As you know, when an office has little or no headroom on its CSGA at the time promotions are forwarded to the Office of Personnel for authentication, we require that a projected CSGA be submitted. The office will add anticipated gains, subtract anticipated losses, incorporate anticipated position changes, and provide to the Office of Personnel a CSGA which shows, by their calculations, what the headroom will be at a certain point in the future. This has been an accepted practice throughout the Agency and, while not many offices have headroom problems which require such projections, the Office of Finance has been consistently overstrength and has been providing such projected CSGAs automatically for many years.

2. As a result of a more thorough review of the projected CSGA submitted by OF in December 1975, we discovered that 15 positions are being included in their projected CSGA for which no authorized ceiling exists. Conversations with the Director of Finance revealed that apparently OF had been authorized (verbally) by the DDM&S several years ago to go over ceiling by 15 to allow for the movement to and from overseas, and sometimes lengthy training, of OF Careerists in the face of a steadily declining T/O. At that point, OF began including this figure in their projected CSGAs and the Directors of Personnel have been approving them each time. Because of the timing and the emotion involved with the promotion exercise at Christmas time, I approved the promotions for OF with the understanding that this situation must be resolved by their next promotion exercise.

3. A review of the other DDA Career Sub-Groups who also provide support to Agency components both at Headquarters and overseas reveals that OF's situation is not unique. The Offices of Logistics,

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Security and particularly Communications, have similar demanding requirements for overlaps, TDYs, training, etc., and seem to accomplish their missions and promotions within their authorized ceiling. Indeed, OC reserves some of its ceiling to provide just for such movement and thereby suffers no headroom problems.

4. We believe that under today's ground rules this practice is questionable and should cease, i.e., we can no longer authorize OF to promote their personnel on the basis of non-existent ceiling. It is recommended therefore, that the DDA consider: (A) providing OF with the extra 15 ceiling it believes it needs to continue its services to the Agency; or (B) directing OF to promote only within its CSGA (which may be projected normally without the non-existent 15 positions).

F. W. M. Janney

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Distribution:

Orig & - Addressee
1 - D/Pers Chrono
1 - DD/Pers/R&P Chrono
1 - PPB Chrono
1 - Director of Finance

STATINTL OP/SPD/PPB, [REDACTED] s (21 May 76)

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DD/A Registry

File Finance 1

SUBJECT: (Optional)

Office of Finance Promotion and CSGA Problems

FROM:		EXTENSION	NO.
			DATE
D/Pers 5E58 Hqs			25 MAY 1976
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. DDA 7D18 Hqs	25	MAY 1976	To S
2. D/Finance			Tom
3. Attn: Mr. Hale			While & him Janney memo will add to your problems, his position is correct and I have no alternative but to concur in his paragraph 4(B). We know your "R&T" problem, but to count headroom for positions that legally do not exist just cannot be done. /s/ Jack Blake"
4.			
5.			
6. To 3: "Tom:			
7. While I know Janney's memorandum will add to your problems, his position is correct and I have no alternative but to concur in his paragraph 4(B). We know your "R&T" problem, but to count headroom for positions that legally do not exist just cannot be done. /s/ Jack Blake"			
8.			
9.			
Distribution:			
10. Original - D/OP w/Orig Att (DDA 76-2629) by hand 1 - DDA Subject w/att 1 - DDA Chrono w/o att 1 - JFB Chrono w/o att			
11. DDA:JFB:der (25 May 1976)			
12. Att: DDA 76-2629 Memo to DDA fr D/OP, dtd 25 May 1976; Subject: OF Promotion and CSGA Problems			
13.			
14.			
15.			

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	ADD/A		17
2	DDA		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Janney points up OF excess of 15 people,
 for their rotation & training and fact
 OF uses this non-existent ceiling in their
 CSGA for promotion purposes. This is a
 NO NO!!.

*and Brown told me this was coming
 but I agree that something should
 be done. Maybe our 2 pending actions
 will take care of this*

FOLD HERE TO RETURN TO SENDER

DRESS AND PHONE NO.

DATE

20 MAY 1976